

TECHNICAL SECURITY SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The incumbent, under direct supervision of Director of Enrollee Services, is responsible for researching, examining, analyzing, reporting on, and effecting change in the current state of computer security. Supervision over others is not a responsibility of this position.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Maintains file security, WAN security, Internet/e-mail access/security;
- Serves as Security Liaison between Albany-based Career Central One Stop and other local area Security Coordinators for America's One Stop Operating System (OSOS);
- Provides on-site training and consultation to WIA board and partner staff in proper operation, navigation and performance management in OSOS;
- Maintains the Swipe Card system;
- Analyzes and identifies security trends based on incident activity;
- Collects, summarizes, and analyzes Internet traffic and incident data for security trends;
- Participates in conferences, working groups and other public forums;
- Provides phone, e-mail and helpdesk support of software and hardware consisting of basic computer operations to staff;
- Assists staff in the proper use of computers, printers, peripherals and audio-visual equipment;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of computer systems and Internet security issues;
- Good knowledge of methods used by intruders to attack systems networks;
- Good knowledge of security tools;
- Good knowledge of system administration;
- Good knowledge of core Internet protocols (e.g., TCP/IP, UDP, DNS, SMTP, etc.);
- Good knowledge of incident response handling;
- Good knowledge of common vulnerabilities;
- Good knowledge of theoretical underpinnings of computer security;
- Good knowledge of cryptography and encryption tools;

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- Good knowledge of intrusion detection;
- Analytical and problem solving skills;
- Ability to support and maintain audio-visual equipment;
- Ability to follow oral and written instructions;
- Ability to instruct others in the use and adaptability of personal computers and purchased software and hardware;
- Ability to work independently and also as part of a team;
- Ability to work effectively in a fast-paced environment;
- Ability to develop and explain technical decisions;
- Ability to prioritize work;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in computer science or a closely related field AND six (6) years of fulltime paid experience in network administration; **OR**
- B. Ten (10) years of fulltime paid experience in network administration; **OR**
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.